



公司註冊處
Companies Registry

公司地位更改通知書 Notice of Change of Company Status

表格
Form **NAA4**

商業登記號碼
Business Registration Number

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註 Note

1 公司名稱 Company Name

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2 公司地位更改詳情 Details of Change of Company Status

上述公司已修改其章程細則，以致該公司的地位更改如下—

This company has altered its articles so that the company's status has been changed as follows —

請在適用的空格內加上✓號 Please tick the relevant box

由私人公司轉為公眾公司
From a Private Company to a Public Company

現隨本表格一併交付該公司按照《公司條例》(第 622 章)第 379 條擬備及為緊接該項修改生效的財政年度前的財政年度擬備的周年財務報表的核證真實文本。

A certified true copy of the company's annual financial statements that are prepared in accordance with section 379 of the Companies Ordinance (Cap. 622) and prepared for the financial year immediately before the financial year in which the alteration takes effect is delivered with this form.

由公眾公司轉為私人公司
From a Public Company to a Private Company

3 修改的生效日期 Effective Date of Alteration

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日 DD 月 MM 年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事 Director / 公司秘書 Company Secretary * 日 DD / 月 MM / 年 YYYY

* 請刪去不適用者 Delete whichever does not apply

3 提交人資料 Presentor's Reference

姓名 / 名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email :

檔號 Reference:

請勿填寫本欄 For Official Use

**《公司條例》(第 622 章)
第 94(2)及 95(2)條規定交付的**

公司地位更改通知書

填表須知 — 表格 NAA4

附註

引言

1. 如私人公司修改其章程細則，以致該章程細則不再符合《公司條例》第11(1)(a)條，則在該項修改生效的日期當日，該公司即不再是私人公司。如公眾公司修改其章程細則，以致該章程細則符合《公司條例》第11(1)(a)條，則在該項修改生效的日期當日，該公司即不再是公眾公司。有關公司除須按照《公司條例》第88(5)條的規定交付文件外，亦須於上述修改生效的日期後的15日內，將關於更改該公司的地位的通知，以本表格交付公司註冊處處長(「處長」)登記。
2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關係文的規定而交付處長。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF CHANGE OF COMPANY STATUS

For the purposes of sections 94(2) and 95(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA4

Introduction

1. If a private company alters its articles of association so that the articles no longer comply with section 11(1)(a) of the Companies Ordinance, the company ceases to be a private company on the date on which the alteration takes effect. If a public company alters its articles of association so that the articles comply with section 11(1)(a) of the Companies Ordinance, the company ceases to be a public company on the date on which the alteration takes effect. In addition to the documents required for registration under section 88(5) of the Companies Ordinance, the company must, within 15 days after the date on which the above alteration takes effect, deliver to the Registrar of Companies (the Registrar) for registration a notice of the change of the company's status in this form.
2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
3. Please complete the Presenter's Reference. Unless the presenter needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
4. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

5. This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.